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Remote Forms Queuing System (RFQS)



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PROCEDURE MANUAL
Remote Forms Queuing System (RFQS)



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Latest Update Information

The following change has been made to the Remote Forms Queuing System (RFQS) procedure:

Section	Description of Change
RFQS Procedure Manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.



System Overview

The Remote Forms Queuing System (RFQS) procedure provides instructions for accessing and using RFQS. This procedure also illustrates and describes each form and tickler report available through RFQS. RFQS is an online report-generator system of the United States Department of Agriculture's (USDA) Payroll/Personnel System (PPS).

RFQS is a computerized batch-processing system that uses information in USDA's PPS database to provide Agency personnel offices with electronic control in obtaining forms and tickler reports at remote sites.

Payroll and personnel forms and tickler reports currently available to Agencies in RFQS are categorized into three menus as follows:

- Forms menu
- Control Listings menu
- Notification Listings menu

Each of the RFQS menu categories listed above has a selection menu. The selection menu provides a list of all forms (by form number and title) or reports that are available for printing within that category. A timetable showing when RFQS forms and reports are available for printing is given later in this section. The selection menus can be accessed on remote terminals by following the sign-on instructions in this procedure.

The Forms menu lists the Standard Form (SF) 50-B, Notification of Personnel Action; SF 1150, Record of Leave Data; and other payroll and personnel forms available for printing purposes. The Summary Counts option displays the number of forms that have been processed and indicates if they are ready for printing.

The Control Listings menu lists the tickler reports available for printing that relate to employee within-grade increases, performance appraisals, and probationary period report forms listed on the Forms menu. These forms include wage-system grade employee data. The Summary Counts option displays exactly how many pages are ready for printing.

The Notification Listings menu lists additional payroll and personnel tickler reports available for printing. The Summary Counts option displays exactly how many pages are ready for printing. Also available from this menu are the Federal Employees Health Benefits (FEHB) and Thrift Savings Plan (TSP) Employee Express status letters. Employee Express is a system that allows current employees to update their payroll data via touch-screen kiosks and touch-tone telephones in lieu of submitting payroll documents for processing to their personnel offices. The letters are issued to the employee through the personnel office to confirm enrollment and/or change in enrollment in FEHB and/or TSP program.

All Summary Counts options in RFQS display important information in requesting printouts of forms or reports and can only be viewed online. Summary Counts options should be selected first



to inform the user of the number of forms or reports that have been processed and to indicate whether they are ready for printing.

Users can complete Form AD-961, Remote Forms Queuing System (RFQS) Election Form, to elect to print forms and/or tickler reports at remote sites through RFQS. A description and illustration of Form AD-961 is given later in this procedure.

Another category on the RFQS menu is the VPS - Printing Program. VTAM Printer Support System (VPS) is a part of the Time Sharing Option (TSO) software package and is used for printer control. VPS has an interface VPS Monitor and Control Facility (VMCF). For more information on VPS, see the Interactive System Productivity Facility (ISPF) procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the ISPF manual located under the Reporting publication category. Users with other types of printers should follow their normal procedures to retrieve and print reports.

For questions about payroll/personnel policies and regulations, contact your Committee for Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about the National Finance Center (NFC) processing, authorized Servicing Personnel Office representatives should contact the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)** or via the Internet using the Requester Console.

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Availability of Forms and Reports

The RFQS Processing Chart provides a timetable showing when RFQS forms and reports are available for printing. SF 50-Bs are available for printing after a pass is processed to update the RFQS file.



Except for Form SF 50-B forms, tickler reports in RFQS are available for processing after the Bi-Weekly Examination Analysis and Reporting System (BEAR) generates a "system sweep" on the second Sunday following the end of a pay period. BEAR performs an analysis of the Payroll/Personnel database for the purpose of generating tickler actions and producing outputs for subsequent processing through other systems, such as RFQS. BEAR then closes out the prior pay period and sets up the current pay period for payroll/personnel-related information.

The first pass of SF 50-Bs is processed on the first Sunday following the end of a pay period.

The second pass of SF 50-Bs is processed on the second Sunday following the end of a pay period. This pass prints the SF 50-Bs in the system.

Note: Form SF 50-B can be printed after processing of BEAR at the end of the processing cycle.



All other forms and/or reports are processed on the second Sunday following the end of the pay period.

SUN	MON	TUE	WED	THU	FRI	SAT
						End of Pay Period 1
PASS 1 NFC processes SF-50-Bs for Pay Period 1		PAY PERIOD 2				
PASS 2 NFC processes SF-50-Bs ----- and all other RFQS forms and reports for Pay Period 1 after BEAR						End of Pay Period 2
PASS 1 NFC processes SF-50-Bs for Pay Period 2		PAY PERIOD 3				
PASS 2 NFC processes SF-50-Bs ----- and all other RFQS forms and reports for Pay Period 2 after BEAR						End of Pay Period 3

Figure 1: RFQS Processing Chart

RFQS Election Form

Agency personnel can complete Form AD-961 to update distribution of the SF 50-B, SF 1150, tickler reports, and/or forms through RFQS.

To request a change by mail, return the AD-961 to:



USDA, National Finance Center
GESD, Payroll Processing Branch
P.O. Box 60000
New Orleans, Louisiana 70160

To fax a change request, send the AD-961 to the Personnel Processing Branch at FAX Number **504-426-9767**.



REMOTE FORMS QUEUING SYSTEM (RFQS) ELECTION FORM

Remote Forms Queuing System (RFQS) provides users with control in obtaining forms and tickler reports electronically. RFQS contains (1) the Forms Menu, (2) the Control Listings Menu, and (3) the Notification Listings Menu. The Forms Menu lists the Notification of Personnel Action (SF-50-B), the Record of Leave Data (SF-1150), and other tickler forms available for printing. The Control Listings Menu and the Notification Listings Menu consist of the tickler reports.

Completion Instructions

A. Identification.

1. **Department Code.** Enter the 2-position department code assigned by OPM.
2. **Agency Code.** Enter the 2-position agency code assigned by NFC.
3. **Personnel Office Identifier (POI).** Enter the 4-position personnel office identifier.
4. **Effective Date.** Enter the effective date of the selection in MM DD YY order. This date should be the first day of the effective pay period.
5. **Contact Person.** Enter the name of the personnel office contact.
6. **Telephone (Area code and number).** Enter the telephone number of the personnel office contact.

B. Selection Options. Do not complete this section if current selections are valid.

7. **Will you print your SF-50-B's?** Valid selections are:
 - Yes, if you will use RFQS to print your SF-50-B's after each SF-50-B pass.
 - No, if you will have NFC print and mail your SF-50-B's.
 - S, if you will use RFQS to print your SF-50-B's after the second SF-50-B pass.

8. Will you print your SF-1150's? Valid selections are:

- Yes, if you will use RFQS to print your SF-1150's.
- No, if you will have NFC print and mail your SF-1150's.

9. Will you print your tickler reports? Valid selections are:

- Yes, if you will use RFQS to print your tickler reports.
- No, if you will have NFC print and mail your tickler reports.

10. Will you print your tickler forms? Valid selections are:

- Yes, if you will use RFQS to print your tickler forms.
- No, if you will have NFC print and mail your tickler forms.

C. Personnel Officer Signature Block for SF-50-B and SF-1150. Do not complete this section if current selections are valid.

11. **Approving Official.** Enter the personnel officer whose name appears in the Approving Official block on the SF-50-B and the SF-1150 if you desire this name to be printed on these forms.

12. **Approving Official Title.** Enter the title of the approving official.

A. IDENTIFICATION			
1. DEPARTMENT CODE (2 positions)	2. AGENCY CODE (2 positions)	3. PERSONNEL OFFICE IDENTIFIER (POI) (4 positions)	4. EFFECTIVE DATE (8 positions)
5. CONTACT PERSON (35 positions)		6. TELEPHONE (Area code and number) (10 positions)	
B. SELECTION OPTIONS. (Do not complete this section if current selections are valid.)			
7. Will you print your SF-50-B's?	YES	NO	S
8. Will you print your SF-1150's?	YES	NO	
9. Will you print your tickler reports?	YES	NO	
10. Will you print your tickler forms?	YES	NO	
C. PERSONNEL OFFICER SIGNATURE BLOCK FOR SF-50-B AND SF-1150. (Do not complete this section if current selections are valid.)			
11. APPROVING OFFICIAL (35 positions)		12. APPROVING OFFICIAL TITLE (35 positions)	

FORM AD-961 (Revised 5/95)

Return to:

USDA, National Finance Center
GESD, Payroll Processing Branch
P.O. Box 60000
New Orleans, LA 70160

Figure 2: Remote Forms Queuing System (RFQS) Election Form



System Access

To access security information in RFQS, you must: (1) have authorized security clearance and (2) use a personal computer that is connected to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

System Edits

RFQS performs edit and/or validity checks on entered data, as applicable. If the data does not pass system edits, an error message is displayed at the bottom of the screen or under the Command line on the Selection Criteria screen.

Below is the list of RFQS edit messages.

Agency Must Be Entered if Org Lev2 Is Entered
Department Code Invalid
Department Code Must Be Entered
Invalid Employing Office - Please Rekey
Invalid Entry - Please Rekey
Invalid Department Code - Please Rekey
Invalid Option - Please Rekey
Invalid Organization Agency - Please Rekey
Invalid Pass - Please Rekey
Invalid Pay Period - Please Rekey
Invalid User Response - Please Rekey
Job Name Character Must Be Alphabetic
Not Authorized Access - Please Rekey
Not Available at This Time
Number of Copies Must Be Between 1 and 5
Org Agency Must Be Entered



Org Agency and Submitting Office Cannot Both Be Blank or Zero
Org Lev2 Must Be Entered if Org Lev3 is Entered
Org Lev3 Must Be Entered if Org Lev4 is Entered
Pay Period Entered Greater Than Last One Processed
Remote Destination Must Be Entered
Report Creation Error - Please Rekey
RFQS is Temporarily Out of Service
SSN1 Must Be Entered if Others Contain Data
SSN2 Must Be Entered if SSN3 Contains Data
Submitting Office Must Be Entered
Sysout Class Must Be "A" or "X"
The SF 50s Are Temporarily Out of Service for Your Agency
The SF 50s Are Temporarily Unavailable
The Current Pay Period for Processing SF 1150s is Pay Period < >. Only Pay Periods Prior to This Are Permitted.
The SF 50s Are Temporarily out of Service for Your Agency
User Name Must Be Entered

Help Screens

Help screens are available for the Selection Criteria screens in RFQS. At the Command line type **H** to access help. The help screens display a narrative description for each field. Type **R** to return to the menu.

Function Keys

Your keyboard includes:

- Program function keys (**PA**, **PF**, **F**, etc.), used to execute functions and display specific screens in the system.



- Other function keys (**Enter**, **Clear**, etc.).

For instructions on your equipment usage, see the manufacturer's operating guide or consult your Agency automatic data processing (ADP) staff.

The special functions of these keys in RFQS are displayed at the bottom of each screen.

Instructions follow for using the RFQS menu and system options.

Sign-On Instructions

To access this system, you must:

1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

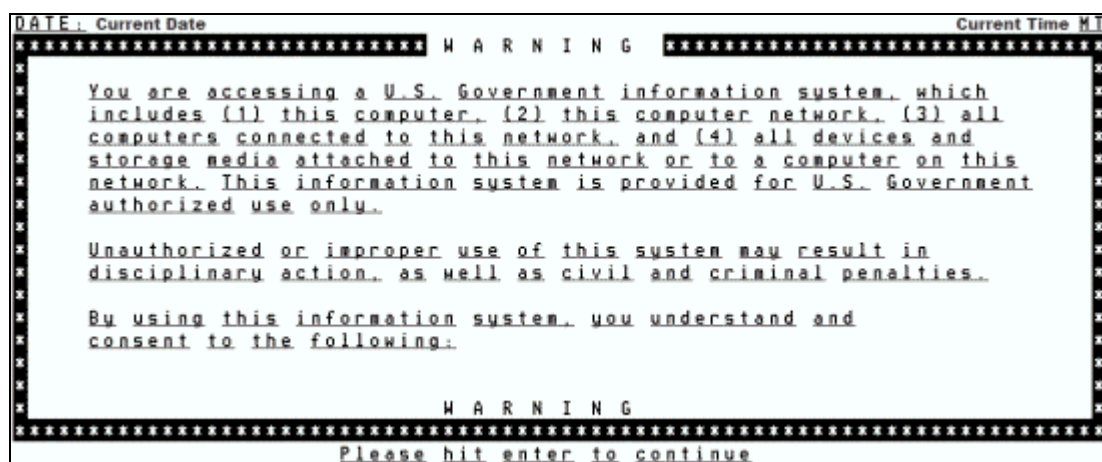


Figure 3: NFC Mainframe Warning Screen



2. Press **Enter** to display the NFC banner screen.

```
=====
== Current Date      SNX32703      T30N3022      PF1=HELP ==
=====
==              NN      NN      FFFFFFFF      CCCCCCCC ==
==              NNN     NN      FFFFFFFF      CCCCCCCC ==
==              NNNN    NN      FF            CCC       ==
==              NN NN NN      FFFFFFFF      CCC       ==
==              NN  NNNN      FFFFFFFF      CCC       ==
==              NN   NNN      FF            CCCCCCCC ==
==              NN    NN      FF            CCCCCCCC ==
=====
==              National Finance Center              ==
==              Office of the Chief Financial Officer ==
==              United States Department of Agriculture ==
=====
==              For Authorized Use Only              ==
== ENTER USER ID =      PASSWORD =      NEW PASSWORD? N ==
==                                     (Y or N) ==
== ENTER APPLICATION NAME =      OR PRESS ENTER FOR MENU ==
=====
```

Figure 4: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (i.e., NF0999). Press Tab .
Password	Type your password. (Your password is not displayed on the screen.) Press Tab . Note: You may press Enter (instead of Tab) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.
New Password?	Displays system-generated "N." If you are not changing your password, press Tab. If you are changing your password, enter "Y." Then complete the steps for changing your password as described under Changing Your Password (on page 14).
Enter Application Name	Type the application acronym and press Enter to go directly to that system. OR Leave the field blank and press Enter to go directly to the CL/SUPERSESSION.

4. At the CL/SUPERSESSION Main Menu screen:

- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.
- **Tab** until the cursor is located on the line next to the Session ID.
- Press **Enter**.



OR

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.
- Type **s**.
- Press the **space bar** once.
- Type the Session ID acronym.
- Press **Enter**. See screen below for an example. The applicable system is displayed.

```

----- Actions Options Commands Features Help -----
KLSVSEL1          CL/SUPERSESSION Main Menu          More:  +

Select sessions with the ENTER key or use a "/"
to display an action code.

  Session ID      Description                          Type      Status
  -----
- IDMS05          IDMS05                              Multi
- PINQ05          IDMS05                              Multi
- ABCDINQ         IDMS03                              Multi
- ABCD            IDMS03                              Multi
- $DB2            TSDB $DB2          TSDB    PRQC($DB2    Multi
- $ORACLE         TSOA                                     Multi
- $ORACLEA        TSOA                                     Multi
- $SPFA           TSOA $SPFA          TSOA    PRQC($SPF    Multi
- $SPFAV2         TSOA $SPFAV2        TSOA    PRQC($SPF    Multi
- $SPFB           TSDB $SPFB          TSDB    PRQC($SPF    Multi
- $SPFBV2         TSDB $SPFBV2        TSDB    PRQC($SPF    Multi
- $SPFC           TSOC $SPFC          TSOC    PRQC($SPF    Multi

TSS7030I Password Changed
Command ==>
                                                    SYSB/T30N6447
Enter F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action

```

Figure 5: CL/SUPERSESSION Main Menu Screen

```

----- Actions Options Commands Features Help -----
KLSVSEL1                               CL/SUPERSESSION Main Menu                               More:  +

Select sessions with the ENTER key or use a "/"
to display an action code.

  Session ID  Description                                     Type      Status
  -----
- IDMS05      IDMS05                                         Multi
- PINQ05      IDMS05                                         Multi
- ABCDINQ     IDMS03                                         Multi
- ABCD        IDMS03                                         Multi
- $DB2        TSDB $DB2      TSDB  PRDC($DB2          Multi
- $ORACLE     TSOA                                           Multi
- $ORACLEA    TSOA                                           Multi
- $SPFA       TSOA $SPFA    TSOA  PRDC($SPF          Multi
- $SPFAV2     TSOA $SPFAV2  TSOA  PRDC($SPF          Multi
- $SPFB       TSDB $SPFB    TSDB  PRDC($SPF          Multi
- $SPFBV2     TSDB $SPFBV2  TSDB  PRDC($SPF          Multi
- $SPFC       TSOC $SPFC    TSOC  PRDC($SPF          Multi

Command ==> s TMGT
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
                                           SYSB/T30N6447

```

Figure 6: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)



Signoff Instructions

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.

```

----- Actions Options Commands Features Help -----
KLSVSEL1                                CL/SUPERSESSION Main Menu                                More: +

Select sessions with the ENTER key or use a "/"
to display an action code.

Session ID  Description                      Type      Status
-----
- IDMS05    IDMS05                          Multi     Current
- PINQ05    IDMS05                          Multi     Active

KLSTERM1      Exit Menu

Type a selection number or position the
cursor on a line and press ENTER.

- 1. Exit and terminate sessions (X)
  2. Exit and do not terminate sessions (N)
  3. Resume (R)

Command ==>
Enter F1=Help F12=Cancel

SYSB/T30N6447
trieve F10=Action

```

Figure 7: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3** and the Exit Menu popup is displayed.
2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

OR

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Changing Your Password

If you need to change your password:



1. Type "Y" next to the New Password? prompt on the NFC banner screen.

```
=====
== CURRENT DATE          SNX32703          T30N6447          PF1=HELP ==
=====
==                      NN      NN          FFFFFFFF          CCCCCCCC ==
==                      NNN     NN          FFFFFFFF          CCCCCCCC ==
==                      NNNN    NN          FF              CCC ==
==                      NN NN NN          FFFFFFFF          CCC ==
==                      NN  NNNN          FFFFFFFF          CCC ==
==                      NN   NN          FF              CCCCCCCC ==
==                      NN    NN          FF              CCCCCCCC ==
=====
==                      National Finance Center                      ==
==                      Office of the Chief Financial Officer          ==
==                      United States Department of Agriculture        ==
==                      For Authorized Use Only                      ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? Y ==
==                      (Y or N) ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU ==
=====
```

Figure 8: NFC Banner Screen (with New Password? prompt set to Y)

2. Press **Enter** and the Change Password screen appears.

```
-----
KLGNPWD1          Change Password
-----
Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ==>
Enter F1=Help F3=Exit F12=Cancel
-----
```

Figure 9: Change Password Screen

3. Enter the new password.
4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.

Note: You may change your password at anytime, but no more than once a day. Before your password expires, you will be prompted to enter a new password.

```
-----
TSS7030I Password Changed
-----

Press ENTER to continue
-----
```

Figure 10: Password Changed Verification Screen



RFQS Menu

After you access RFQS, the Remote Forms Queuing System menu is displayed.

```
***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **
*
*   ---> FORMS MENU
*
*   ---> CONTROL LISTINGS MENU
*
*   ---> NOTIFICATION LISTINGS MENU
*
*   ---> VPS - PRINTING PROGRAM
*
*   ---> RETURN TO TSO ENVIRONMENT.
*
***** POSITION CURSOR AND PRESS -ENTER- *****
```

Figure 11: Remote Forms Queuing System Menu

The menu provides four submenus for viewing data and selecting a form or report for output.

Below is a brief description of each submenu.

Forms Menu - Used to display payroll and personnel forms available for printing purposes. Below is a list of options available on the Forms submenu:

- (SF 50-B) Notification of Personnel Action
- (SI-650) Personnel Notification Document
- (AD-658) Notification of WGI Due
- (AD-435) Performance Appraisal
- (AD-507) Expiration of Prob/Trial Period (HUD-25013, DOJ-545)
- (AD-773) Expiration of Suprv/Prob Period (HUD-25013A, DOJ-546)
- (CD-416) Certification for WGI
- (CD-35) Probationary/Trial Period
- (SF 1150) Record of Leave Data
- Summary Counts of SF 50-B and SI-650
- Summary Counts of SF 1150 Forms
- Summary Counts of All Other Forms
- Return to Previous Menu



Control Listings Menu - Used to display tickler reports available for printing that relate to the forms listed on the Forms menu. Below is a list of options available on the Control Listings submenu.

- Classified Employee WGI List
- Performance Appraisal
- Probationary Trial Period
- Supervisory/Managerial Form AD-773
- Supervisory/Managerial Form CD-352
- Summary Counts of All Control Listings
- Return to Previous Menu

Notification Listings Menu - Used to display various tickler reports available for printing. Below is a list of options available on the Notification Listings submenu.

- Expiration of Limited Appointments
- Employees in Non-Pay Status with Expired NTE Dates
- Taper/Status Quo Employees Eligible for Career
- Employees Approaching Expiration of Grade Retention
- Retirements
- Vacancy Review Notice
- Notification of Position to be Inactivated
- Interim Performance Evaluation
- Conversion to Career Tenure 4-Week Notification
- SES Recertification Notification
- Position NTE Date Approaching Expiration
- Projected Duties Follow Up
- Employees Approaching Expiration of Detail Assignment
- Employees Approaching Expiration of Temporary Promotion
- Federal Wage System WGI 8-Week Notification
- Temporary Employees - FEHB Coverage Eligibility
- Performance Evaluation Eligibility



- Notification of Longevity Percent Changes
- Notification of Adjustment to Longevity Date
- 90-Day Notification for Recertification of Retention Allowance
- Listing of Employees with Union Dues Change
- FEHB Letters - Electronically Processed
- TSP Letters - Electronically Processed
- List of Employees on LWOP Pend OWCP for 3 or more MNTHS
- Summary Counts of All Notification Listings
- Return to Previous Menu

VPS - Printing Program - Allows users with 3270 printers to monitor and control the printing of RFQS forms and reports through the VMCF.

For an illustration and brief description of each form and report, see *Exhibits* (on page 37) in this procedure.

It is important to first select and view the Summary Counts options before requesting specific forms to print. The summary counts inform the user of the number of forms that have been processed and indicate if they are ready for printing.

To select a submenu, **Tab** to the desired submenu and press **Enter**. The desired submenu is displayed listing the forms available for the submenu.

```

** RFQS ***** FORMS (1.1) **
*
* ---> (SF-50-B) NOTIFICATION OF PERSONNEL ACTION
* ---> (SI-650) PERSONNEL NOTIFICATION DOCUMENT
* ---> (AD-658) NOTIFICATION OF WGI DUE
* ---> (AD-435) PERFORMANCE APPRAISAL
* ---> (AD-507) EXPR OF PROB/TRIAL PERIOD (HUD-25013,DOJ-545)
* ---> (AD-773) EXPR OF SUPV/PROB PERIOD (HUD-25013A,DOJ-546)
* ---> (CD-416) CERTIFICATION FOR WGI
* ---> (CD-35) PROBATIONARY/TRIAL PERIOD
* ---> (SF-1150) RECORD OF LEAVE DATA
*
* ---> SUMMARY COUNTS OF SF-50-B AND SI-650
* ---> SUMMARY COUNTS OF SF-1150 FORMS
* ---> SUMMARY COUNTS OF ALL OTHER FORMS
* ---> RETURN TO PREVIOUS MENU.
*
***** POSITION CURSOR AND PRESS -ENTER- *****

```

Figure 12: Submenu (Example is for the Forms Submenu)



Summary Counts

The Summary Counts options are available on the RFQS submenus. These options are used to display important information in requesting printouts of forms and reports for a specific pay period and can only be viewed online. Summary Counts options should always be selected first to inform the user of the number of forms or reports that have been processed and to indicate whether they are ready for printing. The information is displayed immediately after entry of the Selection Criteria Screen for Summary Counts.

For purposes of the procedure, instructions relate to the first Summary Counts option on the Forms menu, Summary Counts of SF 50-B and SI-650, with exceptions noted where applicable.

To select this option, at the Forms menu, **Tab** to the Summary Counts of SF 50-B and SI-650 option and press **Enter**. The pay period selection screen is displayed.

```

***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **
*
* ** SUMMARY COUNTS OF SF-50-B AND SI-650 ***** (2.0) **
*
*   ---> CURRENT PAY PERIOD.
*
*   ---> PREVIOUS PAY PERIOD.
*
*   ---> OTHER (LAST 26 PAY PERIODS).
*
*   ---> RETURN TO PREVIOUS MENU.
*
***** POSITION CURSOR AND PRESS -ENTER- *****

```

Figure 13: Pay Period Selection Screen (Example is for Summary Counts of SF 50-B and SI-650)

Data is processed for a pay period after BEAR executes.

To select another option, **Tab** to the option desired and press **Enter**. The appropriate option name appears on each screen.

Below is a brief description of each option on the pay period selection screen.

Field	Description
Current Pay Period	Refers to the most recently processed pay period.
Previous Pay Period	Refers to the pay period prior to the current pay period.
Other Pay Period	Used to select a pay period prior to the previous pay period.
Return to Previous Menu	Used to return to the previous menu.

To select an option from the pay period selection screen, **Tab** to the applicable option and press **Enter**.



If the Other Pay Period option is selected, the pay period status screen is displayed showing the current pay period for processing. No entry is required; press **Enter** to continue.

```
***** SF-50-B AND SI-650 STATUS *****

      THE CURRENT PAY PERIOD FOR
      PROCESSING FOR THE 50S IS PAY PERIOD 14.

      ** ONLY PAY PERIODS PRIOR TO THIS ARE PERMITTED **

*****

      ** PRESS <ENTER> TO CONTINUE **
```

Figure 14: Pay Period Status Screen (Example is for SF 50-Bs and SI-650s Status)

The pay period entry screen is displayed. Up to 24 pay periods prior to the previous pay period can be selected. Key in the applicable pay period and press **Enter**.

```
***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **
*
* ** SF-50-B AND SI-650 PAY PERIOD ENTRY ***** (2.2) **
*
*
*
*
* ENTER 2-DIGIT PAY PERIOD NUMBER (01-26)  _
*
*
*
*
*
*
* ENTER PAY PERIOD FOR THE 50S REQUEST OR -R- TO RETURN TO FORM MENU *
```

Figure 15: Pay Period Entry Screen (Example is for SF 50-Bs and SI-650s Pay Period Entry)

The Selection Criteria for Summary Counts screen is displayed for the user to type in requirements for an online view of the Summary Counts.

```
***** SELECTION CRITERIA FOR SUMMARY COUNTS *****

COMMAND ==>
  *TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*

Department Code      _
Agency Code         _
Submitting Office Number _

  *FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO DISPLAY COUNTS*
```

Figure 16: Selection Criteria for Summary Counts Screen (Example is for Summary Counts of SF 50-B and SI-50)



Complete the fields as follows:

Field	Instruction
Command	Type H for the Help screen or R to return to the menu. Tab to the next field.
Department Code	Type the Department code.
Agency Code	Key in the Agency code.
Submitting Office Number	Key in the personnel office identifier.

For the Summary Counts of All Other Forms option only, the Selection Criteria for Summary Counts screen displays three additional fields to allow user to select forms down to the fourth organizational structure level.

```

                                SELECTION CRITERIA FOR SUMMARY COUNTS
COMMAND ==>
  *TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*

Department Code
Agency Code
Submitting Office Number
Org Structure Level 2      __
Org Structure Level 3      __
Org Structure Level 4      ____

  *FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO DISPLAY COUNTS*

```

Figure 17: Selection Criteria for Summary Counts Screen (Example is for All Other Forms Option)

Complete the fields as follows:

Field	Instruction
Org Structure Level 2	Type in the second level organization structure code.
Org Structure Level 3	Type in the third level organization structure code.
Org Structure Level 4	Type in the fourth level organization structure code.



After completing the applicable fields, press **Enter**. The summary counts status screen for a specific pay period is displayed. The screen displays the pay period in the top right-hand corner.

```
SUMMARY OF SF50B'S AND SI650'S AVAILABLE TO RFQS FOR PAY PER 13

DEPT AG   U.S. DEPARTMENT OF AGRICULTURE
AGCY 90   OFFICE OF THE CHIEF FINANCIAL OFFICER
SON 5317  NEW ORLEANS, LA.

FORMS                                           NO. FORMS

(SF50B) NOTIFICATION OF PERSONNEL ACTION 1ST PASS      101
(SF50B) NOTIFICATION OF PERSONNEL ACTION 2ND PASS    NOT READY
(SI650) PERSONNEL NOTIFICATION DOCUMENT 1ST PASS       0
(SI650) PERSONNEL NOTIFICATION DOCUMENT 2ND PASS    NOT READY

*** PRESS -ENTER- TO CONTINUE ***
```

Figure 18: Summary Counts Status Screen (Example is for Summary of SF 50-Bs and SI-650s Available to RFQS for Pay Period 13)

If **O** is displayed in the No. Forms column on the summary counts status screen, data is not available for the selected pay period.

If the message *Not Ready* is displayed in the No. Forms column, the system has not finished processing the data. When a number is displayed, it indicates the number of forms available for printing.

If RFQS does not provide any forms and/or reports for your personnel office identifier, a message screen is displayed.

```
RFQS PROVIDES NO FORMS FOR YOUR SUBMITTING OFFICE.
PLEASE CONTACT NFC IF YOU WISH TO USE RFQS.

*** PRESS -ENTER- TO CONTINUE ***
```

Figure 19: RFQS Message Screen

- To return to the Forms menu, press **Enter** at the summary counts status screen or the message screen.
- To request another summary count, return to the Selection Criteria for Summary Counts screen. The criteria from your last request is still displayed on the screen. **Tab** to the fields to be changed and enter the appropriate data. After all changes are made, press **Enter**.
- To request another report, select the appropriate menu and proceed as described.



Forms and Reports Selection

Each option at the RFQS menu provides a submenu that lists all forms or reports in that option. Each submenu has a pay period selection screen that provides the current pay period, previous pay period, and other pay period to be used for selecting output.

For purposes of this procedure, instructions in this section relate to the SF 50-Bs. The SF 50-B option only has a pass selection screen showing First Pass, Second Pass, and Both Passes options. Use the instructions below for these forms. At the Forms menu, the cursor is automatically positioned to request the SF 50-B.

To select this option, press **Enter**. The pay period selection screen is displayed.

```

***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **
*
* ** (SF-50-B) NOTIFICATION OF PERSONNEL ACTION ***** (2.0) **
*
*
* ---> CURRENT PAY PERIOD.
*
* ---> PREVIOUS PAY PERIOD.
*
* ---> OTHER (LAST 26 PAY PERIODS).
*
* ---> RETURN TO PREVIOUS MENU.
*
***** POSITION CURSOR AND PRESS -ENTER- *****

```

Figure 20: Pay Period Selection Screen (Example is for (SF 50-B) Notification of Personnel Action)

Data is processed for a pay period after BEAR executes.

To select another option, **Tab** to the desired and press **Enter**. The appropriate option name is displayed on each screen.

Below is a brief description of each option listed on the pay period selection screen:

Field	Description
Current Pay Period.	Refers to the most recently processed pay period.
Previous Pay Period.	Refers to the pay period prior to the current pay period.
Other (Last 26 Pay Periods).	Used to select a pay period prior to the previous pay period.
Return to Previous Menu.	Used to return to the Forms menu.

To select an option from the pay period selection screen, **Tab** to the applicable option and press **Enter**.



If the Other Pay Period option is selected, the pay period status screen is displayed showing the current pay period processing. No entry is required; press **Enter** to continue.

```
***** SF-50-B AND SI-650 STATUS *****

      THE CURRENT PAY PERIOD FOR
      PROCESSING FOR THE 50S IS PAY PERIOD 14.

      ** ONLY PAY PERIODS PRIOR TO THIS ARE PERMITTED **

*****

      ** PRESS <ENTER> TO CONTINUE **
```

Figure 21: Pay Period Entry Screen (Example is for SF 50-Bs and SI-650s Status)

The pay period entry screen is displayed.

```
***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **
* ** SF-50-B AND SI-650 PAY PERIOD ENTRY ***** (2.2) ** *
* **                                     * **
* **                                     * **
* ** ENTER 2-DIGIT PAY PERIOD NUMBER (01-26)  _  * **
* **                                     * **
* **                                     * **
* **                                     * **
* ** ENTER PAY PERIOD FOR THE 50S REQUEST OR -R- TO RETURN TO FORM MENU *
*****
```

Figure 22: Pay Period Entry Screen (Example is for SF 50-Bs and SI-650s Pay Period Entry)



Up to 24 pay periods prior to the previous pay periods can be selected. Type the applicable pay period and press **Enter**. The Selection Criteria screen is displayed except when the SF 50-B is selected. The pass selection screen is displayed only after selecting the SF 50-B.

```

***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (2.0) **
*  ** (SF-50-B)  NOTIFICATION OF PERSONNEL ACTION ***** (3.0) **
*  **
*  **      ---> FIRST PASS.
*  **      ---> SECOND PASS.
*  **      ---> BOTH PASSES.
*  **
*  **      ---> RETURN TO PREVIOUS MENU.
*  **
*  **
***** POSITION CURSOR AND PRESS -ENTER- *****

```

Figure 23: Pass Selection Screen

A pass is a system processing cycle which updates the SF 50-B files. Below is a description of each pass.

Field	Description
First Pass	Usually runs on the first Sunday following the end of a pay period.
Second Pass	Usually runs on the second Sunday following the end of a pay period. This pass prints the SF 50-Bs processed in the system.
Both Passes	Used to request SF 50-Bs for both passes described above.

To select an option from the pass selection screen, **Tab** to the applicable option and press **Enter**.



The Selection Criteria screen is displayed.

```

                                SELECTION CRITERIA FOR
                                (SF-50-B) NOTIFICATION OF PERSONNEL ACTION

COMMAND ==>
  *TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*

User's Name to be on JCL      _____
Remote Destination            _____
Last Character of Job Name    Q
System Output Class           A

=====
Department Code              --
Agency Code                  --
Submitting Office Number      _____
SSN1                          0000000000
SSN2                          0000000000
SSN3                          0000000000
SSN4                          0000000000
SSN5                          0000000000

```

Figure 24: Selection Criteria Screen (Example is for (SF 50-B) Notification of Personnel Action)

All or a combination of the fields listed below may be displayed depending on the particular form or report selection.

Complete the fields as follows:

Field	Description/Instruction
Command	Type H for the Help screen or R to return to the RFQS menu. Tab to the next field.
User's Name To Be on JCL	Type the user's name or other information to identify the report destination.
Remote Destination	Type the printer identifier where the form is to be printed.
Last Character of Job Name	Type any letter (A–Z) or number (0–9) to identify this report from others being specified. This character becomes the last character of the job name. If no entry is made, the system defaults to Q . It is recommended that a unique six-digit job-name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered and the system defaults to Q , when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given different job names, they could be executing simultaneously.
System Output Class	Type A to generate a hard copy at the designated printer or X to hold output for viewing at the terminal. For instructions on viewing a report before printing, see the ISPF procedure which is available online at the NFC Web site. To view and/or print this procedure, select HR and



Field	Description/Instruction
	Payroll Client from the My NFC drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the Publications tab in the center ribbon. Select the ISPF manual located under the Reporting publication category. If no entry is made, the system defaults to A .
Number of Copies	Type the number of reports needed (1–5). If no entry is made, the system defaults to 1 .
Department Code	Type the Department code.
Agency Code	Type the Agency code.
Submitting Office Number	Type the POI.
Org Structure Level 2	Type the second level of the organizational structure code.
Org Structure Level 3	Type the third level of the organizational structure code.
Org Structure Level 4	Type the fourth level of the organizational structure code.
SSN	Type up to three employee social security numbers (SSN). To print all SF 1150s of the requested pay period, leave the SSN fields blank

After completing the applicable fields, press **Enter** to submit the job for output. The RFQS menu is displayed.

To request another form, select the appropriate menu and proceed as described.



VPS-Printing Program

This option allows users with 3270 printers to monitor and control the printing of RFQS reports through the VMCF.

To select this option, at the RFQS menu **Tab** to the VPS - Printing Program option and press **Enter**. The VMCF Primary Option Menu screen is displayed with the cursor at the option line.

```

----- VMCF Primary Option Menu -----
COMMAND ==>

PRINTER ==>

      1  Enter VPS printer commands
      2  Display VPS printer list

      H  Display VPS printer held queue
      Q  Display VPS printer output queue
      R  Display VPS printer retained queue
      S  Display VPS printer summary
      T  VMCF tutorial
      X  Exit VMCF

ENTER END Command To Exit VMCF.

USERID   - NF51
TERMINAL - V30K4984
VPS NAME - VPS
PROFILE  - NF51
  
```

Figure 25: VMCF Primary Option Menu Screen

Complete the entry fields as follows:

Field	Instruction
Option	Type 1 to enter the VPS print command. Press PF3 or key in End or X and press Enter to terminate VMCF.
Printer	Type your printer ID and press Enter .



The VPS Printer Command Menu screen is displayed with the cursor at the option line.

```
----- VMCF Printer Command Menu -----  
COMMAND ==>  
PRINTER ==> U62  
USERID   - NF51  
TERMINAL - V30K4984  
VPS NAME - VPS  
PROFILE  - NF51  
  
3 - START      (Remove drain status)  
4 - STOP       (Set drain status)  
5 - REPEAT     (Repeat dataset currently printing)  
7 - RESTART    (Restart dataset currently printing)  
8 - REPOSITION (Reposition dataset currently printing)  
9 - SELECT     (Alter printer selection criteria)  
10 - SET       (Alter printer options)
```

Figure 26: VPS Printer Command Menu Screen

Complete the fields as follows:

Field	Instruction
Option	Type 3 to start the printer. Press PF3 or key in End or X and press Enter to terminate VMCF.
Printer	The printer ID from the previous screen is displayed. No entry is required. Press Enter .

The message *Command Issued* is displayed in the upper-right corner of the screen.

To view the status of the printer, press **PF3** to return to the VMCF Primary Option Menu. Type **2** to Display VPS Printer List option. Press **Enter**.



The VPS Printer Selection Menu screen is displayed.

```

----- VPS Printer Selection Menu -----
COMMAND ==>

ENTER PRINTER LIST SELECTION CRITERIA:

PRINTER ==>          (Specify full or partial printer name)
GROUP ==>            (Specify full or partial group name)
VPS NAME ==>         (Limit search to specific VPS STC name)

PRINTER STATUS:      (Specify Printer Status; Null Defaults to any Status)

- ABENDED             (Scheduler subtask abended)
- BUSY                (Utility function)
- DRAINED              (Stopped)
- DRAINING             (Printing but will stop when complete)
- EDRAINED             (Stopped due to error condition)
- FORMWAIT             (Waiting for form mount)
- IDLE                 (Waiting for work)
- INTVREQ              (Intervention required)
- MISSRESP             (Missing response detected)
- POWEROFF             (Printer is powered off)
- PRINTING             (Currently printing)
- QUEUEING             (Queueing work)
- WCONNECT             (Waiting for connection)

```

Figure 27: VPS Printer Selection Menu Screen

Enter your printer number. Press **Enter**.

The VPS Printer Selection List screen is displayed. This screen displays the printer specified by the user, the number of jobs currently waiting to print, and the status of the printer.

```

----- VMCF Printer Selection List -----
COMMAND ==>          SCROLL ==> PAGE

C - Command H - Held Queue Q - Output Queue R - Retained Queue S - Summary

MBR NAME LUNAME WAITING STATUS SELECTION CRITERIA
- U62      U62      NONE IDLE    C=ACXE D=U62 F=STD
**END**

```

Figure 28: VPS Printer Selection List Screen

If the command was not issued, the message *Printer Not Found* is displayed in the upper-right corner of the VPS Printer Command Menu. This message indicates that the printer has not been activated. For further assistance, call the Operations and Security Center at **1-800-767-9641** or **504-426-6435**.

To exit VPS, press **PF3** until the RFQS menu is displayed.

Users with other types of printers should follow their normal procedures to retrieve and print reports.



ISPF - Viewing Program

ISPF enables the users to view a report at their terminal prior to printing. For detailed information on accessing ISPF, see the Interactive System Productivity Facility (ISPF) procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the ISPF manual located under the Reporting publication category. Users with other types of printers should follow their normal procedures to retrieve and print reports.



Viewing the Print Status of Reports

After exiting RFQS (see **Signoff**) in this procedure, key in **st** or **status** at the *Ready* prompt. A message is displayed indicating the status of the job. If the user is not logged on to RFQS at the time the job execution is completed, the message is displayed the next time the user logs on or exits RFQS.

Message	Description
<i>Executing Job NF999Q (JOB12345)</i>	Displayed when the job is being executed.
<i>Job NF999Q (JOB12345) Waiting Execution</i>	Displayed when the job is waiting to be executed.
<i>Job NF999Q (JOB12345) On Output Queue</i>	Displayed when the job is waiting to be retrieved at a terminal or waiting to be printed at an online or remote printer.
<i>No Jobs Found Ready</i>	Displayed when the job has executed and is no longer in the queue.



Exhibits

The following forms and reports are available in RFQS. For more information and instructions, refer to *Forms and Reports Selection* (on page 25).

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1. Notification of Personnel Action

Report Number	SF 50-B
Brief Description	Provides documentation of official personnel actions processed. It reflects the data exactly as processed and as contained in the database for the employee.
Report Availability	After the processing of the first and/or second pass of the SF 50-Bs.

NOTIFICATION OF PERSONNEL ACTION																							
1. Name (Last, First, Middle)				2. Social Security Number		3. Date of Birth		4. Effective Date															
FIRST ACTION						SECOND ACTION																	
5-A. Code				5-B. Nature of Action				6-A. Code				6-B. Nature of Action											
5-C. Code				5-D. Legal Authority				6-C. Code				6-D. Legal Authority											
5-E. Code				5-F. Legal Authority				6-E. Code				6-F. Legal Authority											
7. FROM: Position Title and Number						15. TO: Position Title and Number																	
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan		17. Occ. Code		18. Grade or Level		19. Step or Rate		20. Total Salary/Award		21. Pay Basis	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay									
14. Name and Location of Position's Organization												22. Name and Location of Position's Organization											
EMPLOYEE DATA																							
23. Veterans Preference												24. Tenure											
1 - None 3 - 10 Point/Disability 5 - 10 Point/Other 2 - 5 Point 4 - 10 Point/Compensable 6 - 10 Point/Compensable/30%												0 - None 2 - Conditional 1 - Permanent 3 - Indefinite											
27. FEGLI												28. Annuitant Indicator											
30. Retirement Plan												31. Service Comp. Date (Leave)											
32. Work Schedule												33. Part-Time Hours Per Biweekly Pay Period											
POSITION DATA																							
34. Position Occupied												35. FLSA Category											
1 - Excepted Service 3 - SES General 2 - Excepted Service 4 - SES Career												E - Exempt N - Nonexempt											
36. Appropriation Code												37. Bargaining Unit Status											
38. Duty Station Code												39. Duty Station (City - County - State or Overseas Location)											
40. AGENCY DATA																							
41.												42.											
43.												44.											
45. Remarks																							
46. Employing Department or Agency												50. Signature/Authentication and Title of Approving Official											
47. Agency Code												48. Personnel Office ID											
49. Approval Date																							
TURN OVER FOR IMPORTANT INFORMATION												1 - Employee Copy - Keep for Future Reference											
5-Part												Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6236											

Figure 29: Notification of Personnel Action



2. Personnel Notification Document

Report Number	SI-650
Brief Description	Provides documentation of official personnel actions processed for Smithsonian Institution. It reflects the data exactly as processed and as contained in the database for the employee.
Report Availability	After the second Sunday following the end of the pay period.

PERSONNEL NOTIFICATION DOCUMENT											
SI-650 SI Trust Fund Rev. 9/87											
1. Name (Last, First, Middle)						2. Social Security Number		3. Date of Birth		4. Effective Date	
FIRST ACTION						SECOND ACTION					
5-A. Code		5-B. Nature of Action				6-A. Code		6-B. Nature of Action			
7. FROM: Position Title and Number						15. TO: Position Title and Number					
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary / Award	21. Pay Basis
12A. Basic Pay	12B. Locality Pay	12C. Adj. Basic Pay	12D. Other Pay			20A. Basic Pay	20B. Locality Pay	20C. Adj. Basic Pay	20D. Other Pay		
14. Organization Name						22. Organization Name					
EMPLOYEE DATA											
23. Veterans Status 1 - None 6 - 30% Comp.						24. Type of Appointment 8 - Indefinite 9 - Temporary		25. Citizenship 1 - U.S. 8 - Other		26. Sex	
27. Life Insurance 1 - Eligible 2 - Ineligible						28. Health Insurance 1 - Eligible 2 - Ineligible		29. Pay Rate Determinant			
30. Retirement Coverage 1 - CS 3 - TIAA 5 - TIAA/FICA 2 - FICA 4 - None 8 - Fed Soc Sec						31. Service Comp. Date		32. Work Schedule F - Full-time P - Part-time I - Intermittent		33. Part-Time Hours Per Biweekly Pay Period	
34. NTE Date						35. FLSA Category E - Exempt N - Nonexempt		36. Organizational Structure Code		37. Bargaining Unit Status	
38. Duty Station Code						39. Duty Station (City-County-State or Overseas Location)					
40. Supervisory Code		41.	42.	43.	44. Accounting Fund Number						
45. Remarks											
46. Employing Organization						50. Signature / Authentication and Title of Approving Official					
47. Agency Code		48. Personnel Office I.D.	49. Approval Date								
1 - EMPLOYEE COPY - KEEP FOR FUTURE REFERENCE SI-650 OSS 754-348 Previous Editions Unusable After 9/30/87											

Figure 30: Personnel Notification Document



3. Within-Grade Increase Record

Report Number	AD-658
Brief Description	Provides 16 weeks advance notice that the employee will complete the waiting period required for within-grade salary increase.
Report Availability	After the second Sunday following the end of the pay period.

U.S. DEPARTMENT OF AGRICULTURE WITHIN-GRADE INCREASE RECORD									
PART I.									
1. NAME (Last, first, middle)			2. SOCIAL SECURITY NO.		3. AGENCY CODE	4. PAY PLAN	14. WGI WAITING PERIOD BEGAN		
5. OCCUP. SERV.	6. GRADE/STEP	7. PAY RATE DETERMINANT CODE	8. SALARY		9. DUTY STATION CODE		15. INT. DAYS IN PAY STATUS NO. DAYS AS OF (DATE)		
10. OFFICIAL TITLE OF POSITION				11. PERS. POSITION NO.		12. STANDARD JOB NO.		16. EFF. DATE FOR WGI	
13. ORGANIZATION STRUCTURE CODE							17. WGI GRANTED <input type="checkbox"/> YES <input type="checkbox"/> NO		
<p>INSTRUCTIONS: The above employee will meet the time requirements for a WGI on the date shown in Block 16. Final eligibility for the WGI depends upon your determination as the employee's supervisor that the employee's performance is at an "acceptable level of competence." Please make sure that you keep a record of any discussions you hold with the employee on this WGI determination. This record will be important should the employee request reconsideration if the within-grade increase is withheld.</p>									
LEVEL OF COMPETENCE DETERMINATION FOR WITHIN-GRADE INCREASE									
<p>PART II. To be completed, when applicable, by the employee's immediate supervisor not earlier than 2 weeks prior to the effective date.</p>									
<p><input type="checkbox"/> AN ACCEPTABLE LEVEL OF COMPETENCE. I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that I find the employee's work to be of an acceptable level of competence within the meaning of 5 U.S.C. 5335.</p>									
SIGNATURE AND TITLE OF SUPERVISOR							DATE		
<p>PART III. To be completed, when applicable, by the employee's immediate supervisor and the Reviewing Official.</p>									
<p><input type="checkbox"/> NOT AN UNACCEPTABLE LEVEL OF COMPETENCE. (Contact Personnel Office.) I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that it is not of an acceptable level of competence to establish eligibility for a within-grade increase.</p>									
SIGNATURE AND TITLE OF SUPERVISOR							DATE		
<p><input type="checkbox"/> I have discussed fully the work of this employee with the supervisor whose signature appears above, and concur with the determination made.</p>									
SIGNATURE AND TITLE OF REVIEWING OFFICIAL							DATE		
RECONSIDERATION FINDINGS									
<p>PART IV. To be completed by an appropriate Agency Official should the employee request reconsideration.</p>									
<p><input type="checkbox"/> The employee's performance during the specified waiting period met the acceptable level of competence requirement. The initial decision to withhold is hereby reversed. The within-grade pay increase should be effected on the original due date.</p>									
<p><input type="checkbox"/> The initial findings are sustained. The employee does not meet the acceptable level of competence requirement. Employee had been notified.</p>									
SIGNATURE AND TITLE OF REVIEWING OFFICIAL							DATE		
ORIGINAL-NFC PROCESSING COPY FORM AD-658 (9-81)									

Figure 31: Within-Grade Increase Record



4. Performance Appraisal

Report Number	AD-435
Brief Description	Provides documentation of the supervisor's evaluation of the employee's performance. It is produced 10 weeks prior to the completion of the employee's rating period.
Report Availability	After the second Sunday following the end of the pay period.

United States Department of Agriculture Performance Appraisal		1 Social Security No.	2 Position Number	3 Pay Plan	4 Occup. Series
5 Name (Last, First, Middle Initial)		6 Grade/Step or Pay Level		7 Appraisal Period From _____ To _____	
8 Official Position Title		9 Organization Structure Code			
10 Duty Station		11 Funding Unit		12 Agency Use	
				13 NFC Use	
<p>Instructions:</p> <p>Blocks 1 through 10, completed by NFC, should be reviewed and, if necessary, corrected.</p> <p>Block 11: Enter funding unit number.</p> <p>Block 14: Enter brief description of performance elements.</p> <p>Block 15A: Check performance elements identified as critical.</p> <p>Blocks 15B, 15C, 15D: Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate column.</p> <p>Blocks 15E, 15F, 15G: Enter total of each column.</p> <p>Block 15H: Enter total from 15E, 15F and 15G.</p> <p>Block 16A: Check off the correct summary rating described in decision table (16B).</p> <p>Blocks 17 through 22: Self-explanatory.</p>					
14 Performance Elements		15A Critical Element (✓)	15B Exceeds Fully Successful	15C Meets Fully Successful	15D Does Not Meet Fully Successful
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
<p>16B Decision Table (check off Summary Rating in block 16A)</p> <p>Rating of Outstanding if 15E equals 15H.</p> <p>Rating of Unacceptable if any critical element is rated in 15D.</p> <p>Rating of Superior if no element is rated in 15D; 15F is greater than zero; and 15E is greater than 15F.</p> <p>Rating of Marginal if 15G is greater than 15E, and no critical element is rated in 15D.</p> <p>Rating of Fully Successful if none of the above apply.</p> <p>✓ Unacceptable for SES</p> <p>✓ Minimally Satisfactory for SES</p>		<p>15E Exceeds 0</p> <p>15F Meets 0</p> <p>15G Does Not Meet 0</p>		<p>15H Enter total</p> <p>15E + 15F + 15G = 15H 0</p>	
<p>17 Employee (Check off appropriate box)</p> <p>I have a copy of USDA and Agency regulations on employee responsibilities and conduct; I have discussed them with my supervisor and questions have been answered to my satisfaction.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>		<p>16A Summary Rating (See Decision Table in 16B)</p> <p><input type="checkbox"/> Outstanding</p> <p><input type="checkbox"/> Superior</p> <p><input type="checkbox"/> Fully Successful</p> <p><input type="checkbox"/> Marginal ✓</p> <p><input type="checkbox"/> Unacceptable ✓</p> <p>✓ Unacceptable for SES</p> <p>✓ Minimally Satisfactory for SES</p>			
18 Employee's Signature _____		Date _____ If employee did not sign, state reason.			
(Instructions for resolutions of disputes are on the reverse of employee copy.)					
19 Supervisor's Signature _____		Date _____			
20 Reviewer's Signature _____		Date _____			
21 Approving Official's or Funding Unit Manager's Signature (optional) _____		Date _____			
22 FOR SES ONLY		<p>PLA to ES _____</p> <p>Bonus Amount _____</p>			

This form was electronically produced by National Production Services Staff Form AD-435 (11/86)

Clear Form

Figure 32: Performance Appraisal



5. Probationary or Trial Period Report

Report Number	AD-507
Brief Description	Provides notification of employee approaching expiration of probationary or trial period. It is produced at the end of the seventh month of the probationary/trial period.
Report Availability	After the second Sunday following the end of the pay period.

U.S. DEPARTMENT OF AGRICULTURE PROBATIONARY OR TRIAL PERIOD REPORT			1. TYPE OF PERIOD EMPLOYEE IS SERVING:	
IMPORTANT: THIS FORM IS DUE BACK TO THE PERSONNEL OFFICE NOT LATER THAN:			<input type="checkbox"/> PROBATIONARY <input type="checkbox"/> TRIAL	
2. NAME		3. SOCIAL SECURITY NUMBER		4. PAY PLAN, OCCUP. SERIES AND GRADE
5. OFFICIAL TITLE OF POSITION			6. PERIOD OF SERVICE COVERED BY REPORT FROM _____ TO _____	
7. AGENCY	8. ORGANIZATIONAL STRUCTURE CODE	9. OFFICIAL DUTY STATION		
10. TENURE GROUP		11. TYPE APPOINTMENT		
FOR COMPLETION BY SUPERVISOR. PLEASE SEE REVERSE OF THIS FORM BEFORE COMPLETING THE FOLLOWING ITEMS. 12. INDICATE BY S, O, M, OR U WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY, OUTSTANDING, MARGINAL, OR UNSATISFACTORY IN THE CHARACTERISTICS LISTED BELOW:				
I. PERFORMANCE Interest in Work _____ Productivity _____ Leadership _____ Quality of Work _____ Initiative _____ Self-Development _____ Dependability _____			II. CONDUCT Attendance _____ Punctuality _____ General Deportment _____	
13. NARRATIVE STATEMENT. Give your appraisal of this employee's capacity for growth and potential development. (If necessary, use additional sheets and attach.)				
14. I CERTIFY THAT THE EMPLOYEE'S PERFORMANCE AND CONDUCT ARE: (Check One) A. <input type="checkbox"/> SATISFACTORY B. <input type="checkbox"/> UNSATISFACTORY			15. I RECOMMEND THAT THE EMPLOYEE BE: (Check One) A. <input type="checkbox"/> RETAINED IN PRESENT POSITION B. <input type="checkbox"/> SEPARATED FROM PRESENT POSITION	
16. IF YOU RECOMMEND THAT THE EMPLOYEE BE SEPARATED FROM PRESENT POSITION, PLEASE INDICATE ANY OTHER WORK IN THIS AGENCY FOR WHICH YOU BELIEVE THE EMPLOYEE MAY BE FITTED:				
17. SIGNATURE OF SUPERVISOR		18. TITLE		19. DATE
20. SIGNATURE OF REVIEWING OFFICIAL		21. TITLE		22. DATE
<div style="border: 2px solid red; padding: 2px 10px; display: inline-block;">Clear Form</div>				

FORM AD-507 (REV. 10/82)

Figure 33: Probationary or Trial Period Report



6. Supervisory or Managerial Probationary Period Report

Report Number	AD-773
Brief Description	Provides documentation of the supervisor's evaluation of the employee's performance while serving as a probationary period as a permanent first-time supervisor or manager.
Report Availability	After the second Sunday following the end of the pay period.

UNITED STATES DEPARTMENT OF AGRICULTURE										IMPORTANT THIS FORM IS DUE BACK TO THE PERSONNEL OFFICE NO LATER THAN:	
SUPERVISORY OR MANAGERIAL PROBATIONARY PERIOD REPORT											
1 SOCIAL SEC. NO.		2 NAME (Last, First, Middle)				3 PROBATIONARY PERIOD SERVED AS (Check One) <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Supervisor/Manager					
4 PAY		5 OCCP.		6 GRADE		7 SERVICE PERIOD COVERED THIS RPT.		8 OFFICIAL POSITION TITLE			
9 AGENCY CODE		10 ORGANIZATIONAL STRUCTURE CODE				11 OFFICIAL DUTY STATION					
SEE REVERSE OF FORM BEFORE COMPLETING FOLLOWING ITEMS											
12. FOR COMPLETION BY SUPERVISOR, IN THE APPROPRIATE RESPONSIBILITIES LISTED BELOW, CHECK WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY OR UNSATISFACTORY.											
A SUPERVISORY PROBATIONARY PERIOD						B MANAGERIAL PROBATIONARY PERIOD					
SATIS- FAC- TORY		UNSAT- ISFAC- TORY		RESPONSIBILITIES				SATIS- FAC- TORY		UNSAT- ISFAC- TORY	
				1 Assigns, directs, and evaluates subordinates work						1 Determines and sets programs' goals	
				2 Organizes and utilizes staff resources effectively						2 Formulates, determines, and/or influences agency policy	
				3 Accomplishes work objectives						3 Effectively determines and allocates resource needs	
				4 Identifies and meets development needs of subordinates						4 Organizes and directs work	
				5 Recognizes and performs employee counseling						5 Accomplishes organizational affirmative action objectives	
				6 Maintains effective organizational climate						6 Evaluates program effectiveness	
				7 Adheres to agency and USDA rules and regulations							
				8 Accomplishes affirmative action objectives							
13 I CERTIFY THAT THE EMPLOYEE HAS COMPLETED THE REQUIRED 80 HOURS OF SUPERVISORY/MANAGERIAL TRAINING.											
Yes <input type="checkbox"/> No <input type="checkbox"/>											
14 A I RECOMMEND THAT THE EMPLOYEE BE RETAINED IN SUPERVISORY OR MANAGERIAL POSITION.						14 B I RECOMMEND THAT THE EMPLOYEE BE RETURNED TO NONSUPERVISORY OR NONMANAGERIAL POSITION.					
15 SUPPORTING REASONS FOR NOT RETAINING EMPLOYEE IN SUPERVISORY OR MANAGERIAL POSITION (Narrative)											
16 SUPERVISOR'S SIGNATURE											
19 REVIEWING OFFICIAL'S SIGNATURE											
17 TITLE				18 DATE		20 TITLE				21 DATE	

EMPLOYEE'S COPY

FORM AD - 773 (5/80)

Figure 34: Supervisory or Managerial Probationary Period Report



7. Certification for Within-Grade Increase

Report Number	CD-416
Brief Description	Provides advance notice that a Department of Commerce (DOC) employee will complete the waiting period required for a within-grade salary increase.
Report Availability	After the second Sunday following the end of the pay period.

FORM CD-416 (REV. 7-87) DOA 202-531		U.S. DEPARTMENT OF COMMERCE	
CERTIFICATION FOR WITHIN-GRADE INCREASE Important: Before completing this form, read the instructions on the reverse side.			
1. Employee Name		2. Date Ending Waiting Period	
3. Title, Series, Grade, Step		4. Organization	
5. Certification: <input type="checkbox"/> I certify that the employee's work is of an acceptable level of competence to warrant an increase in salary to the next step of the grade. <input type="checkbox"/> I certify that the employee's work is not of an acceptable level of competence to warrant an increase in salary to the next step of the grade.			
6. Complete CD-396, "Performance Plan, Progress Review, and Appraisal Record," if employee's current rating does not support the decision to grant or deny the within-grade increase.			
Signature of Certifying Official		Title	Date
Signature of Approving Official (when required by operating unit)		Title	Date
Signature of Personnel Office (optional)		Title	Date
Submitting Office No.	Organization Code		Agency Code
Return completed form to _____ by _____ (Bldg., Room) (Date)			
White-Employee Performance Folder-Pink-Employee's Copy-Yellow-Suspense Copy			

Figure 35: Certification for Within-Grade Increase



8. Probationary or Trial Period Report

Report Number	CD-35
Brief Description	Provides notification of a DOC employee approaching expiration of probationary or trial period.
Report Availability	After the second Sunday following the end of the pay period.

FORM CD-35 (Rev 1-01)		U.S. DEPARTMENT OF COMMERCE	
PROBATIONARY OR TRIAL PERIOD REPORT			
TO SERVICING HUMAN RESOURCES OFFICE		FROM	
<p style="text-align: center;">Instructions</p> <p>The employee named below is serving a probationary or trial period. This "test" period is an extension of the examination process for Federal employment, during which the employee must demonstrate the capacity and fitness to be retained in the Federal service. The supervisor or manager of each employee serving a probationary or trial period must submit a signed statement certifying that the employee's performance and conduct have been found to be satisfactory or unsatisfactory and recommend whether the individual should be retained. The statement, which is provided by the supervisor to the SHRO, must be completed no later than one month prior to the end of the employee's probationary period.</p>			
1. Employee's Name		2. Probationary Period Starts _____ Ends _____	
3. Title, Series, Grade		4. Organization	
<p style="text-align: center;">Supervisor's Report (Check One)</p> <p><input type="checkbox"/> I have found the performance, conduct, and general traits of character of the employee named above to be satisfactory.</p> <p><input type="checkbox"/> I have found the performance, conduct, and general traits of character of the employee named above not to be satisfactory.</p>			
<p style="text-align: center;">Supervisor's Recommendation (Check One)</p> <p><input type="checkbox"/> I recommend that the employee named above be retained beyond the expiration of the probationary or trial period.</p> <p><input type="checkbox"/> I recommend that the employee named above not be retained beyond the expiration of the probationary or trial period.</p> <p style="text-align: center;">(Note: If you recommend the employee not be retained, notify the personnel office immediately)</p>			
Signature of the Supervisor			Date
Approvals as required by applicable delegations of authority.	Signature	Title	Date
Submitting Office Number	Organization Code	Agency Code	
Return completed form to your servicing Human Resources Office one month prior to the end of the employee's probationary period.			
File in Employee Performance File or Scan into E-OPF			

Figure 36: Probationary or Trial Period Report



9. Record of Leave Data

Report Number	SF 1150
Brief Description	Provides documentation to transfer employee leave balances to another Department or to certify the leave balances when an employee separates from the Government service.
Report Availability	After the second Sunday following the end of the pay period.

RECORD OF LEAVE DATA																			
1. Name (Last, First, Middle)					2. Social Security Number					3. (For agency use)									
4. Date and Nature of Separation					5. A. Subject to 5 U.S.C. 6304(B) (45 day leave ceiling) <input type="checkbox"/> Yes <input type="checkbox"/> No B. Last Date Subject to 5 U.S.C. 6304(B)					C. Annual Leave Balance as of That Date (Hours)									
6. Total Service for Leave (as of Date of Separation) <input type="checkbox"/> More than 15 Years <input type="checkbox"/> Less Than 15 Years (show) _____ Years _____ Months _____ Days																			
SUMMARY OF ANNUAL AND SICK LEAVE										SUMMARY OF HOME LEAVE									
7. Carryover Balance From Prior Leave Year Ending			MO.	DAY	YEAR	HOURS			18. Basic Service Period of 24 Months of Continuous Service Abroad: Date Started _____ Date Completed _____			MO.	DAY	YEAR					
						Annual	Sick	Restored											
8. Current Leave Year Accrual Through Pay Period Ending (if 90 day restriction applicable, explain in remarks)									19. Current 12 Months Accrual Period Began on _____			MO.	DAY	YEAR					
9. Total									Hours Absent Without Pay Since That Date _____										
10. Reduction in Credits, If Any (current year)									20. Current Balance (or accrual) as of _____			MO.	DAY	YEAR					
11. Total Leave Taken, Current Year Through Date of Separation									Number of Days _____										
12. Balance									21. Twelve Months Accrual Date as of Date of Separation Number of Days _____										
13. Total Hours Paid in Lump Sum (includes _____ hours for holidays)									22. Dates Leave Used Prior 24 Months			FROM TO MO. DAY YEAR MO. DAY YEAR							
14. Salary Rate(s) Per Hour:																			
15. Lump Sum Leave Dates (if part-time tour, explain in Remarks)						From													
a. Restored						Thru													
b. Annual Leave Above Ceiling						From													
c. Annual Leave Within Ceiling						Thru													
						From													
						Thru													
ABSENCE WITHOUT PAY																			
16. During Leave Year in Which Separated						Hours			23. MILITARY LEAVE										
17. A. Date of Last Equivalent Increase						MO.	DAY	YEAR	FROM TO MO. DAY YEAR MO. DAY YEAR										
B. Total LWOP Hours Since Last Equivalent increase (except during military service and while in receipt of OWCP payments)						Hours			A. Regular-Active Duty or Training										
									B. Special-Civil Disturbance										
24. Remarks (include shore leave information, if applicable):																			
25. Certified Correct By: (Signature) _____										26. Title, Agency, Address, Telephone Number					27. Date				

1150-113

STANDARD FORM 1150 (REV. 12-77)
CIVIL SERVICE COMMISSION
FPM SUPP. 296-31 AND 990-2

Figure 37: Record of Leave Data



10. Classified Employee Control Listing of Within-Grade Increase Forms for Full-Time (F/T) and Part-Time (P/T) Employees

Report Number	AECO36T7
Brief Description	Provides a list of employees for whom Form AD-658, Within-Grade Increase Record, is being distributed. Four different reports are generated depending on the personnel office identifier entered on the selection criteria screen for the classified employee Within-Grade Increase (WGI) List option.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED XX/XX/XX		AEC036T7		CLASSIFIED EMPLOYEE CONTROL LISTING OF										PAGE 1			
WITHIN-GRADE INCREASE FORMS FOR F/T AND P/T EMPLOYEES - AS OF XX/XX/XX																	
FW 06 U.S. OFFICE OF SPECIAL COUNSEL						EMP OFF 4860				BELTSVILLE, MD							
EMPLOYEE NAME				OFFICIAL TITLE OF POSITION				COMMENCING				DUTY STATION LOCATION					
ORG.				PAY				DATE TOWARD				PAY					
STRUCT LEVELS				OCC RATE INDIVIDUAL MASTER				DATE TOWARD				NON-PAY INTERMITTENT					
SOC SEC NO -2- THRU -8-				PLAN GRADE				WGI				PERIOD					
				SERIES				DETR POS. NO.				WGI DUE					
								REC NO.				STATUS					
												HOURS					
												DAYS					
												WORKED ELAPSE					
DOE, JANE P						SOI SCHTST						BELTSVILLE, MD					
XXX-XX-XXXX 0653062145846589						GS 11 2 0660 0 XXXXXXXX XXXXXX XX/XX/XX						24 0100 033 XX 20.00 000 0000					
DOE, JOHN						PLANT PHYSIO						BELTSVILLE, MD					
XXX-XX-XXXX 0650623657458548						GS 12 2 0438 0 XXXXXXXX XXXXXX XX/XX/XX						24 0100 033 XX 20.00 000 0000					

Figure 38: Classified Employee Control Listing of Within-Grade Increase Forms for F/T and P/T Employees

Report Number	AECO36U4
Brief Description	Provides a list of employees whose latest performance appraisal ratings are fully successful or greater. It is produced 4 weeks prior to the generation of WGIs for those employees listed on the report. It updates the 16-week notification previously issued. This report is not applicable to the OSC.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED 05/12/2000 AEC036U4 CLASSIFIED EMPLOYEE WITHIN GRADE INCREASE FOUR WEEK NOTIFICATION										PAGE 1	
FOR F/T AND P/T EMPLOYEES - AS OF 06/06/2000											
->->->-> A WITHIN GRADE INCREASE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE WHOSE LATEST PERFORMANCE <-<-<-<-<- ->->->-> RATING IS FULLY SUCCESSFUL OR GREATER, UNLESS ACTION IS TAKEN TO DENY THE INCREASE. <-<-<-<-<-											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AG FA FA FARM SERVICE AGENCY						POI 4825 BOISE, ID					
EMPLOYEE NAME		OFFICIAL TITLE OF POSITION				DUTY STATION LOCATION		NON-PAY		INTERMITTENT	
ORG.		PAY				WGI		STATUS		D A Y S	
STRUCT. LEVELS		OCC RATE		INDIVIDUAL		COMMENCING DATE TOWARD		PROCESSING		WORKED ELAPSED	
SOC SEC NO -2-- THRU -8- PLAN GRADE		SERIES DETR POS. NO		MASTER REC NO		WGI D S CODES		PAY PERIOD HOURS			
DOE, JOHN		PROGRAM TECHNICIAN				ARCO, ID					
XXX-XX-XXX-0546001001000000		GS 05 1 1101		0 XXXXXXXX XXXXXX		06/06/99 16 0060 023		12		000 0000	
EMPLOYING OFFICE TOTAL						1					



14. Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees

Report Number	AECO36T8
Brief Description	Provides notification that Form AD-435, Performance Appraisal, has been distributed for each employee listed. It is prepared five pay periods to the evaluation due date.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED xxxxxxxx	AEC036T8	CONTROL LISTING OF PERFORMANCE EVALUATION										PAGE 2
FORMS PREPARED FOR F/T AND P/T EMPLOYEES - AS OF xxxxxxxx												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
AG DA DA DEPARTMENTAL ADMINISTRATION										P01	5260	WASHINGTON, DC
EMPLOYEE NAME			OFFICIAL TITLE OF POSITION							DUTY STATION LOCATION		
ORG			PAY									
STRUCT LEVELS			PAY		OCC RATE INDIVIDUAL MASTER		PERFORMANCE EVALUATION					
SDC SEC NO -2-- THRU --8-			PLAN GRADE		SERIES DETR POS NO		REC NO		D S CODES		**FORMS DUE PAY PERIOD 15 **	
DOE, JOHN			MAIL & SECURITY CLERK							WASHINGTON, DC		
XXX-XX-XXX			9860000400000000		GS 05		1 0303 0 004HQ		296055		11 0010 001	
DOE, JOHN			LEGAL TECHNICIAN							WASHINGTON, DC		
XXX-XX-XXX			9201000000000000		GS 08		5 0986 0 001HQ		A00881		11 0010 001	
DOE, JOHN			EQ EMPLMT SPECLST							WASHINGTON, DC		
XXX-XX-XXX			9301000000000000		GS 14		6 0260 0 001HQ		REC011		11 0010 001	
EMPLOYING OFFICE TOTAL										17		

Figure 42: Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees

Report Number	AECO36T2
Brief Description	Provides a list of employees approaching expiration of probationary or trial period. It is prepared 4 months prior to expiration of probationary or trial period.
Report Availability	After the second Sunday following the end of the pay period.

[illegible]

Figure 43: Notification of Expiration of Probationary or Trial Period

Report Number	AECO36T3
Brief Description.	Provides notification that DOC Form CD-352, Certification of Satisfactory Completion of Probationary Period (Supervisory/Managerial), has been distributed for the employee approaching expiration of supervisory/managerial probationary period.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED XX/XX/XX		AEC036T3		CONTROL LIST FOR SUPERVISORY/MANAGERIAL										PAGE 1	
PROBATIONARY PERIOD REPORT FORMS - AS OF XX/XX/XX															
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **															
AG FA FA FARM SERVICE AGENCY				POI 4868 MORGANTOWN, WV											
EMPLOYEE NAME		S.S. NUMBER		DUTY STATION		LOCATION		ORG. STRUCTURE CODES						REMARK	
								2 3 4 5 6 7 8							
DOE, JOHN		XXX-XX-XXX		ELKINS, WV		54-0810-083		05 14 0009 00 00 00 00							
EMPLOYING OFFICE TOTALS						1									

Figure 44: Control List for Supervisory/Managerial Probationary Period Report Forms

Report Number	AECO8301
Brief Description	Provides notification that Form AD-773, Supervisory or Managerial Probationary Period Report, has been distributed for the employee approaching expiration of supervisory/managerial probationary period.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED x0c/x0c/x0c AEC08301 CONTRL LIST FOR SUPERVISORY/MANAGERIAL PROBATIONARY FORMS - ENDING x0c/x0c/x0c						PAGE 1
EMPLOYING OFFICE CODE 1812		SILVER SPRING MD. 20910		** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **		
AGENCY CODE CMS4 NATIONAL OCEANIC AND ATMOSPHER						
EMPLOYEE NAME	S.S. NUMBER	SUPV/ MCR	DUTY	STATION	ORGANIZATION STRUCTURE	PROJECTED END DATE
DOE, JOHN	xxx-xx-xxxx	2	WASHINGTON	DC	NATIONAL OCEAN SERVICE AERONAUTICAL CHARTING AND CART	xx/xx/xx
					REQUIREMENTS AND TECHNOLOGY ST	
DOE, MARY	xxx-xx-xxxx	2	SILVER SPRING	MD	NAT MARINE FISHERIES SERVICE OFC OF ASST ADMIN FOR FISHERIE OFFICE FOR LAW ENFORCEMENT	xx/xx/xx

71

Report Number	AECO37T5
Brief Description	Provides a list of employees in non-pay status with expired not-to-exceed (NTE) dates.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED XXX/XXX/XX AEC037T5 NOTIFICATION OF EMPLOYEES IN NON-PAY STATUS WITH EXPIRED NTE DATES - AS OF XXX/XXX/XX										PAGE	1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AG FA FARM SERVICE AGENCY					POI	4881	WASHINGTON, DC				
EMPLOYEE NAME	SOCIAL SECURITY NUMBER	EMPLOYMENT STATUS	BEGINNING DATE OF NON PAY STATUS	NTE DATE	ORG	STRUCTURE	DUTY	STATION	LOCATION		
						2	3	4			
DOE, JOHN	XXX-XX-XXX	LWOP-30+	05/09/99	03/03/00	07 07 0001	ALEXANDRIA			VA	51 0040	510
EMPLOYING OFFICE TOTAL										1	

75



20. TAPER and Status Quo Employees Approaching Eligibility for Conversion to Career

Report Number	AECO37T6
Brief Description	Provides a list by pay period of TAPER (temporary appointment pending establishment of a register) and status quo employees approaching eligibility of conversion to career positions. A TAPER employee is employed under an Office of Personnel Management (OPM) authority granted to an Agency when there are insufficient eligibles on a register to fill a position. A status quo employee is one who failed to acquire competitive status when his/her position was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted retention without acquiring such status.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED	xxxxxxx	AECO37T6	TAPER AND STATUS QUO EMPLOYEES APPROACHING ELIGIBILITY														
PAGE	1		FOR CONVERSION TO CAREER - AS OF xx/xx/xx														
AG 11 11 FOREST SERVICE			POI 5127 CORVALLIS, OR														
			SOCIAL	ORG.	BEGINNING				F/T				DUTY				
			SECURITY	STRUCTURE	TYPE	DATE	TOWARD	TYPE	EXCESS	INT	P/T	STATION	PAY				
STATUS	EMPLOYEE	NAME	NUMBER	2	3	4	APPT	CAREER	EMP	AWOP	DAYS	DAYS	ST	CITY	CTY	PLAN	G
RADE	QUO																
DOE, JOHN	F		xxx-xx-xxx	06	12	0000	01	00/00/00	INT	0000	000	000	41	0420	003	G5	1
1 07	0																
EMPLOYING OFFICE TOTAL			1														

Figure 48: TAPER and Status Quo Employees Approaching Eligibility for Conversion to Career



21. Employees Approaching Expiration of Grade Retention

Report Number	AECO37T9
Brief Description	Provides notification of employees approaching expiration of grade retention. It is generated three pay periods prior to the expiration date.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED XX/XX/XX AECO37T9 EMPLOYEES APPROACHING EXPIRATION OF GRADE RETENTION AS OF - AS OF XX/XX/XX									
PAGE 1									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
AG 11 11 FOREST SERVICE					POI 5140 GAINESVILLE, GA				
EMPLOYEE NAME		INDIVIDUAL		CURRENT PAID GRADE DATA			GRADE RETENTION DATA		
SOCIAL	ORGANIZATIONAL	POSITION	*	OCCUPATION GRADE	SALARY	*	OCCUPATION GRADE	EXPIRATION	
SECURITY	STRUCTURE CODES	NUMBER	*	P/P SER FUNC /STEP	AMOUNT RT PRD*	P/P SER FUNC	DATE		
DOE JOHN			*			*			
XXX-XX-XXX	08 03 0007 00 00 00 00	008G3047	*	GS 0462 00 09/08 042640.00 PA A *		GS 0462 00 07	XXXXXX		
STRUCTURE LEVEL 08 03		TOTAL		1					

Figure 49: Employees Approaching Expiration of Grade Retention



22. Report of Retirements

Report Number	AECO37T4
Brief Description	Provides a list of employees for whom a retirement action has been processed either in the pay period of the report or in the preceding pay period. It also states the type of retirement.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED XX/XX/XX AECO37T4		REPORT OF RETIREMENTS - AS OF XX/XX/XX		PAGE 1			
AG 03 03 AGRICULTURAL RESEARCH SERVICE		POI 4860 BELTSVILLE, MD					
		CREDITABLE					
EMPLOYEE NAME /	ORG. STRUCTURE CODES	PAY DCC	GRADE OR	BIRTH DATE	DUTY	TYPE OF	SERVICE
RESIDENCE	2 3 4 5 6 7 8 PLAN SERIES	SALARY			STATION	RETIREMENT	YRS MO DA
		POSITION TITLE					
DOE, JOHN 123 MAIN STREET BELTSVILLE	10 12 1275 49 00 00 00 GM	1320 13	XXXXXX	XXXXXX	0100 033 24	OPTIONAL	35 05 12
	RETIREMENT DATE	XXXXXX			RES CHEMST		
DOE, JOHN 555 OCEAN BLVD AMERICAN FALLS	50 53 5366 05 00 00 00 GS	0404 09	XXXXXX	XXXXXX	0010 011 16	OPTIONAL	18 09 06
	RETIREMENT DATE	XXXXXX			AGRL SCI RES TECHN		
EMPLOYING OFFICE TOTAL		2					

Figure 50: Report of Retirements



23. Vacancy Review Notice

Report Number	AECO4604 (PMS 1)
Brief Description	Provides notification to managers of positions vacated within the last 2 weeks and the staffing options available.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED XX/XX/XX		AECO4604 (PMS 1)		VACANCY REVIEW NOTICE - AS OF XX/XX/XX		PAGE 1	
TR 40 40 BUREAU OF ALCOHOL, TOBACCO & FIREARMS				SON 4038 WASHINGTON, DC			
POSITION ORGANIZATIONAL STRUCTURE	MASTER RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL	
40 60 20 0000 00 00 00 00	079395	00002317	CRIMINAL INVESTIGATOR	GS	1811 00	14	
***** THIS POSITION WAS VACATED XXXXXXXX *****							
PLEASE CONTACT YOUR PERSONNEL SPECIALIST IF YOUR INTENTION IS TO :				* YOUR STAFFING OPTIONS ARE :			
FILL AS DESCRIBED		CHANGE TITLE AND SERIES		*		REASSIGNMENT	
FILL AT LOWER GRADE		INACTIVE POSITION		*		OPM CERTIFICATE	
FILL AT HIGHER GRADE		ABOLISH POSITION		*		VACANCY ANNOUNCEMENT	
				*		REINSTATEMENT	
				*		SPECIAL PROGRAM	
				*****		CORRECT A MISCLASSIFICATION	
IF YOU HAVE DECIDED TO FILL THIS VACANCY , ATTACH AN SF-52.							
SIGNATURE _____							

Figure 51: Vacancy Review Notice

24. Notification of Position to be Inactivated

Report Number	AECO4604 (PMS 2)
Brief Description	Provides notification to managers of positions vacated for 9 months that will automatically be inactivated by the system. A tickler report is issued 6 months after the date the position is vacated. A final report is issued 1 month before the position is inactivated.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED xx/xx/xx		AEC4604 (PMS 2)		NOTIFICATION OF POSITION TO BE INACTIVATED		PAGE 1		
TR 40 40 BUREAU OF ALCOHOL, TOBACCO & FIREARMS				SON 4038 WASHINGTON, DC				
POSITION ORGANIZATIONAL STRUCTURE		MASTER RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL	TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL
40 30 10 3000 10 00 00 00		097141	00000739	IBIS SPECIALIST		GS	0301 00	05
THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING CURRENT DATE								
***** THIS POSITION WAS VACATED xxxxxxx *****								
UNLESS ACTION IS TAKEN TO FILL , POSITION WILL BE INACTIVATED ON xxxxxxx .								

Figure 52: Notification of Position to be Inactivated

25. Summary Performance Evaluation

Report Number	Memorandum
Brief Description	Provides notification to the supervisor that a DOC employee should receive an interim performance evaluation in compliance with the Department's appraisal system.
Report Availability	After the second Sunday following the end of the pay period.

MEMORANDUM FOR

FROM: Personnel Officer

SUBJECT: Summary Performance Rating

The following employee was assigned to your organization for at least 120 days during the current performance appraisal cycle:

NAME: DOE, MARY
PAY PLAN, SERIES, GRADE: GG, 0303, 04
ORGANIZATION: NATIONAL PROCESSING CENTER 3 11 15 005

BEGINNING DATE OF RATING PERIOD: xxxxxxxx
ENDING DATE OF RATING PERIOD: xxxxxxxx

Under the Department's performance management system, this employee is entitled to a summary performance rating for the work performed during the specified period within 30 calendar days of the ending date shown above.

Please complete a CD-396, "Performance Management Record", for this employee and submit it to my office by CURRENT DATE.

If you have any questions about this requirement, contact

Figure 53: Summary Performance Evaluation



26. Interim Performance Evaluation Report

Report Number	Memorandum
Brief Description	Provides notification to the supervisor that a DOC employee should receive an interim performance evaluation in compliance with the Department's appraisal system.
Report Availability	After the second Sunday following the end of the pay period.

SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT (FOR NOAC 702 OR 721 AND AUTHORITY CODE N7M) OR NOAC 702 AND AUTHORITY CODE N6M OR H5M)	
MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE)	
FROM:	PERSONNEL OFFICER
SUBJECT:	SUMMARY PERFORMANCE RATING
THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE:	
NAME: JOHN S. DOE	
PAY PLAN, SERIES, GRADE: GS, 1340, 007	
ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN XX XX XX XXXX	
BEGINNING DATE OF RATING PERIOD: XX/XX/XX	
ENDING DATE OF RATING PERIOD: XX/XX/XX	
UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.	
PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE A CD-396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.	

Figure 54: Interim Performance Evaluation Report



27. Conversion to Career Tenure Four Week Notification

Report Number	AECO37U8
Brief Description	Provides notification to the Agency that an employee will become eligible for conversion to career tenure.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED xx/xx/xx		AECO37U8		CONVERSION TO CAREER TENURE FOUR WEEK NOTIFICATION		PAGE 1	
AS OF XXXXX/XX							
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **							
->->->-> AN 880/CHG IN TENURE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE ->->->-> UNLESS ACTION IS TAKEN TO ALTER THE CAREER-PERMANENT-TENURE-START DATE							
AG FA FA FARM SERVICE AGENCY				POI 4881 WASHINGTON, DC			
EMPLOYEE NAME		OFFICIAL TITLE OF POSITION		DUTY STATION LOCATION			
ORG.		PAY		880			
STRUCT. LEVELS		PAY		CAREER		NON-PAY	
SOC SEC NO -2-- THRU --B- PLAN GRADE SERIES DETR POS. NO		OCC RATE INDIVIDUAL MASTER PERM-TEN-ST		DATE		D S CODES PAY PERIOD HOURS WORKED ELAPSED	
DOE, JOHN		AGRL PROG SPECLST		WASHINGTON, DC			
XXX-XX-XXXX 0111000300000000 GS 13 2 1145 0 00029871 114530 XXXXXX		11 0010 001		12		000 0000	
DOE, JOHN		AGRL PROG SPECLST		WASHINGTON, DC			
XXX-XX-XXXX 0111000300000000 GS 13 2 1145 0 00029867 114530 XXXXXX		11 0010 001		12		000 0000	
STRUCTURE LEVEL 01 11 0003		TOTAL		2			
POI TOTAL		2					

Figure 55: Conversion to Career Tenure Four Week Notification



28. Senior Executive Service (SES) Recertification Notification

Report Number	AECO37V1
Brief Description	Provides a list of SES employees due to be recertified within 2 weeks of the "projected as-of date".
Report Availability	After the second Sunday following the end of the pay period.

PREPARED XX/XX/XX		AFC037V1		SES RECERTIFICATION NOTIFICATION		PROJECTED AS OF XX/XX/XX		PAGE 1
AG XX XX - AGENCY NAME				PERS. OFF. ID. XXXX		CITY, STATE		
EMPLOYEE NAME		ORG. STRUCTURE		PAY PLAN	GRADE /STEP	DATE ENTERED SES POSITION	DATE OF LAST CERTIFICATION	TYPE APPOINTMENT CODE
SOC SEC NO		2	3	4				
DOE, JOHN XXX-XX-XXXX		01	08	0020	ES	00/03	XX/XX/XX	01
DOE, JANE XXX-XX-XXXX		01	08	0020	ES	00/01	XX/XX/XX	01
DOE, BOB XXX-XX-XXXX		01	08	0020	ES	00/02	XX/XX/XX	01

Figure 56: SES Recertification Notification



29. Position NTE Date Approaching Expiration

Report Number	AECO4604 (PMS 3)
Brief Description	Provides notification to management of positions approaching NTE date. Tickler reports are issued prior to the NTE date at 3-month, 2-month, and 1-month intervals.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED XX/XX/XX		AECO4604 (PMS 3)		POSITION NTE DATE APPROACHING EXPIRATION		PAGE 1	
DJ HC HC	HEADQUARTERS COMPONENTS (DDJ)	SDN 1034 WASHINGTON, DC					
POSITION ORGANIZATIONAL STRUCTURE	MASTER RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL TITLE	PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL	
HC 17 19 0100 00 00 00 00	CM001A	00103289	TRIAL ATTY	GS	0905 00	15	
THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING 05/20/00.							
EMPLOYEE NAME :							
W A R N I N G *****							
*** THE NTE DATE FOR POSITION IS 08/01/00. ***							
*PLEASE NOTIFY YOUR PERSONNEL SPECIALIST OF INTENT FOR THIS POSITION:							
EXTENSION OF EXPIRATION DATE							
APPOINTMENT TO ANOTHER POSITION							
TERMINATION							
OTHER							
* CAUTION SHOULD BE EXERCISED TO ASSURE THAT NOTIFICATION OF INTENT IS EXPRESSED SUFFICIENTLY IN ADVANCE TO AVOID OR MINIMIZE ANY BREAK IN SERVICE. EMPLOYMENT MAY NOT CONTINUE AFTER THE NTE DATE UNLESS SOME TYPE OF ACTION IS TAKEN.							

Figure 57: Position NTE Date Approaching Expiration

Report Number	AECO4604 (PMS 4)
Brief Description	Provides notification that a post audit or review is due on a position with projected duties and responsibilities. The tickler report identifies a particular position and organization and is issued 6 months after an employee is assigned to such a position. Follow reports are issued every 3 months.
Report Availability	After the second Sunday following the end of the pay period.

[illegible]

Figure 58: Projected Duties Follow-Up

Report Number	AECO37U1
Brief Description	Provides notification of employees who are approaching their NTE dates for detailed assignments. It is generated three pay periods prior to the expiration date.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED xx/xx/xx	AEC037U1	EMPLOYEES APPROACHING EXPIRATION OF DETAIL ASSIGNMENT - AS OF xx/xx/xx									
PAGE 1											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICT											
ED **											
AG 03 03 AGRICULTURAL RESEARCH SERVICE						PERS. OFF. ID. 4860 BELTSVILLE, MD					
EMPLOYEE NAME											
ORG. STRUCTURE		PAY		DCC		MASTER RCD		POSITION		DETAIL	
SOC SEC NO	2 3 4 5	PLAN	GRADE	SERIES	NUMBER	NUMBER	EXPIRATION	OFFICIAL TITLE OF POSITION			
DOE, MARY											
XXX-XX-XXXX	00 00 0000 00	00	0000	00/00/00							
STRUCTURE LEVEL		00 00 0000 00	TOTAL	1							
EMPLOYING OFFICE TOTAL				1							

Figure 59: Employees Approaching Expiration of Detail Assignment



32. Employees Approaching Expiration of Temporary Promotion

Report Number	AECO37U2
Brief Description	Provides notification of employees approaching expiration of their NTE date for a temporary promotion. It is generated three pay periods prior to the expiration date.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED XX/XX/XX		AECO37U2		EMPLOYEES APPROACHING EXPIRATION OF TEMPORARY PROMOTION - AS OF XX/XX/XX		PAGE 1																																																																																									
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																																																																																															
AG DA DA DEPARTMENTAL ADMINISTRATION				PERS. OFF. ID. 5260 WASHINGTON, DC																																																																																											
<table border="1"> <thead> <tr> <th colspan="4">EMPLOYEE NAME</th> <th colspan="4">INDIVIDUAL</th> </tr> <tr> <th>SOC</th> <th>SEC</th> <th>NO</th> <th></th> <th>PAY</th> <th>GRADE</th> <th>DCC</th> <th>MASTER RCD</th> </tr> <tr> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>PLAN</th> <th></th> <th>SERIES</th> <th>NUMBER</th> </tr> </thead> <tbody> <tr> <td colspan="8">DOE, JOHN</td> </tr> <tr> <td>XXX-XX-XXXX</td> <td>98</td> <td>30</td> <td>0003</td> <td>00</td> <td>GS</td> <td>12</td> <td>2030</td> </tr> <tr> <td colspan="4"></td> <td></td> <td></td> <td></td> <td>Z00602</td> </tr> <tr> <td colspan="4"></td> <td></td> <td></td> <td></td> <td>002HQ CURRENT DATE</td> </tr> <tr> <td colspan="4"></td> <td></td> <td></td> <td></td> <td>DISTR FACIL SPECLST</td> </tr> <tr> <td colspan="4">STRUCTURE LEVEL</td> <td>98</td> <td>30</td> <td>0003</td> <td>00</td> </tr> <tr> <td colspan="4">TOTAL</td> <td colspan="4">1</td> </tr> <tr> <td colspan="4">EMPLOYING OFFICE TOTAL</td> <td colspan="4">2</td> </tr> </tbody> </table>								EMPLOYEE NAME				INDIVIDUAL				SOC	SEC	NO		PAY	GRADE	DCC	MASTER RCD	2	3	4	5	PLAN		SERIES	NUMBER	DOE, JOHN								XXX-XX-XXXX	98	30	0003	00	GS	12	2030								Z00602								002HQ CURRENT DATE								DISTR FACIL SPECLST	STRUCTURE LEVEL				98	30	0003	00	TOTAL				1				EMPLOYING OFFICE TOTAL				2			
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TOTAL				1																																																																																											
EMPLOYING OFFICE TOTAL				2																																																																																											

Figure 60: Employees Approaching Expiration of Temporary Promotion



33. Federal Wage System WGI Status Eight Week Notification

Report Number	AECO37U3
Brief Description	Provides a list of Federal Wage System employees whose WGIs are not generated due to a performance rating of less than fully successful. The WGI is not generated unless action is taken to change the performance appraisal to fully successful or greater before the effective date of the WGI.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED xx/xx/xx		AECO37U3		FEDERAL WAGE SYSTEM WGI STATUS EIGHT WEEK NOTIFICATION - AS OF xx/xx/xx	
PAGE 1					
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED					
ED **					
-->-->--> THESE FWS EMPLOYEES WILL NOT RECEIVE AN AUTOMATIC WGI - DUE TO LESS THAN SATISFACTORY PERFORMANCE <--<--					
<--<--					
-->-->--> TO GRANT AN EMPLOYEE A WITHIN GRADE INCREASE THE AGENCY MUST CHANGE THE PERFORMANCE APPRAISAL <--<--<--					
<--<--					
AG 03 03 AGRICULTURAL RESEARCH SERVICE				POI 4860 BELTSVILLE, MD	
EMPLOYEE NAME		OFFICIAL TITLE OF POSITION		DUTY STATION LOCATION	
ORG.		PAY		COMMENCING	
PROJECTED TYPE		INTERM			
ATTENT		STRUCT. LEVELS		PAY	
Y S		SEC NO -2-- THRU --8- PLAN GRADE SERIES DETR PDS NO		REC NO WGI D S CODES WGI DUE EMPL WORKED	
ELAPSED					
DOE, MARY		MUSEUM TECHNCON Z00L		WASHINGTON, DC	
XXX-XX-XXXX 0000		12127541000000 GS 07 02 1016 1 007B9404 789404 xxxxxxxx		11 0010 001 00 1 0L	
STRUCTURE LEVEL		10 12 1275 41 TOTAL		1	
EMPLOYING OFFICE TOTAL				1	

Figure 61: Federal Wage System WGI Status Eight Week Notification



35. Performance Evaluation Eligibility for - Permanent (or Temporary) - Employees

Report Number	AECO37U5
Brief Description	Provides the performance evaluation eligibility date for all permanent employees and temporary employees serving under an appointment of 120 days or more. An individual report is produced for each permanent employee and temporary employee serving under an appointment of 120 days or more.
Report Availability	After the second Sunday following the end of the pay period.

XX/XX/XX	XX/XX/XX	AECO37U5	PERFORMANCE EVALUATION ELIGIBILITY FOR - PERM - EMPLOYEES						PROJECTED AS OF XX/XX/XX	PAGE	1
FL 25 25 FARM CREDIT ADMINISTRATION			PERS. OFF. ID 1736						MCCLEAN, VA		
EMPLOYEE NAME			TYPE				DATE				
ORG STRUCTURE		PAY	GRADE	APPT	DATE OF	DATE	ENTERED	DATE	PERFORMANCE		
SOC SEC NO	2 3 4	PLAN	/STEP	CODE	ELIGIBILITY	WGL DUE	ON DUTY	LAST RATED	RATING		
DOE, JOHN A	25-10 0000	VG	05/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS		
XXX-XX-XXXX											
DOE, JANE A	25-20 000	VG	03/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS		
XXX-XX-XXXX											
DOE, BOB F	25 20 0000	VG	04/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS		
XXX-XX-XXXX											

Figure 63: Performance Evaluation Eligibility for - Perm - Employees

Report Number	AECO37U9
Brief Description	Provides notification of employees approaching expiration of retention allowance. It is prepared 90-days in advance of expiration.
Report Availability	After the second Sunday following the end of the pay period.

PREPARED XX/XX/XX AEC037U9 90-DAY NOTIFICATION FOR RECERTIFICATION OF RETENTION ALLOWANCE - PROJECTED AS OF XX/XX/XX										
000 PAGE										
ED **										
AG 11 11 FOREST SERVICE PERS. OFF. ID. 5058 CODY, WY										
EMPLOYEE NAME	PAY	GRADE	BASE	ALLOWANCE	ALLOWANCE	ALLOWANCE	SALARY TOTAL			
	ORG.	STRUCTURE	PLAN	/STEP	SALARY	EFF DATE	PERCENT	AMOUNT	WITH ALLOWANCE	
SOC SEC NO	2	3	4							
DOE, JOHN										
XXX-XX-XXXX	95	20	0000	GS	03/01	18,169.00	00/00/00	00	.00	18,169.00
DOE, JOHN										
XXX-XX-XXXX	95	20	0000	GS	03/01	81/00/01	70/P1/01	15		

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39. Listing of Employees with Change in Union Dues

Report Number	BEAR9203
Brief Description	Provides a list of employees whose current union dues deduction has changed in accordance with the Table Management System (TMGT) Table 010, Union and Association Code Address. NFC will generate a pay adjustment for each employee listed on the report. The report is available to all personnel offices each pay period. The reports are sorted by Agency, personnel office identifier, and Social Security number and retained in RFQS for 26 pay periods. The report contains sensitive data; use is restricted.
Report Availability	After the second Sunday following the end of the pay period.

SENSITIVE PERSONNEL DATA USE IS RESTRICTED															
REPORT BEAR9203 LISTING OF EMPLOYEES WITH CHANGE IN UNION DUES															
AGCY	POI	SOCIAL	LAST NAME	INIT	ORG STRUCTURE	UNION NO 1 CODE	AMT LOCAL	AMT OLD	AMT NEW	% OLD	% NEW	UNION NO 2 CODE	AMT LOCAL	AMT OLD	% NEW
PA	5260			B	PA1001000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			R	PA1010000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			M	PA1020000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			E	PA2010000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			R	PA2020000000000000	050906	.50	1.50				000000	.00	.00	
PA	5260			W	PA2040000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			W	PA3001000000000000	090001	8.00	9.00				000000	.00	.00	
PA	5260			S	PA3010000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			J	PA3020000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			M	PA3020000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			H	PA4001000000000000	090001	8.00	9.00				000000	.00	.00	
PA	5260			R	PA4010000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			S	PA4020000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			J	PA4020000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			D	PA4020000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			T	PA4030000000000000	530000	5.50	7.50				000000	.00	.00	
PA	5260			G	PA4030000000000000	050906	.50	1.50				000000	.00	.00	
PA	5260			J	PA5000000000000000	050905	.50	1.50				000000	.00	.00	
PA	5260			P	PA5000000000000000	530000	5.50	7.50				000000	.00	.00	

Figure 67: Listing of Employees with Change in Union Dues



40. FEHB Status Letters - Employee Express

Report Number	None
Brief Description	Provides a letter to the personnel office to be issued to the employee confirming enrollment and/or change in enrollment in FEHB. A letter is available for every SF 2809, Health Benefits Registration Form, submitted through Employee Express. A copy of the letter is retained in the employee's official personnel folder. Letters are sorted by the organizational structure code and retained in RFQS for 26 pay periods.
Report Availability	After the second Sunday following the end of the pay period.

From:

To: Employee Name
Mailing Address

This is to verify the information concerning your Federal Employees Health Benefits enrollment which you made through Employee Express. Please contact your personnel office if you have any questions or if any of the following information is incorrect:

Social Security Number
Date of Birth
Sex
Married?
New Plan Name
New Enrollment Code
Family Members
Other Insurance
CHAMPUS?
Medicare Coverage A?
Other Private Insurance Name
Present Plan Name
Enrollment Code
Number of Event
Date of Event
Agency Code
POI
Payroll Office Number
Effective date

Your health insurance plan will mail your new identification card(s) to you. Please contact your health plan carrier if you have more than 5 family members to be covered under this plan.

Agency Representative

Figure 68: FEHB Status Letters - Employee Express



41. TSP Status Letters - Employee Express

Report Number	None
Brief Description	Provides a letter to the personnel office to be issued to the employee confirming enrollment and/or change in enrollment in TSP. A letter is available for every TSP-1, Thrift Savings Plan Election Form, submitted through Employee Express. A copy of the letter is retained in the employee's official personnel folder. Letters are sorted by organizational structure code and retained in RFQS for 26 pay periods.
Report Availability	After the second Sunday following the end of the pay period.

Date:

To: Employee Name
Mailing Address

This is to verify your Thrift Savings Plan as a result of the action you submitted through Employee Express. Please contact your personnel office if you have any questions or if any of the following information is incorrect:

Social Security Number
Date of Birth
TSP Percent
TSP Amount
G Fund
F Fund
C Fund
Effective date
Agency Code
POI
Payroll Office Number

Agency Representative

Figure 69: TSP Status Letters - Employee Express



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